



Marine  
Management  
Organisation



# Candidate Pack

## Marine Licensing Case Officer and Marine Planner (South)

...ambitious for our seas and coasts





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# Welcome to the Marine Management Organisation



Hilary Florek, Chair of the MMO

*"Thank you for your interest in the Marine Management Organisation.*

*The importance of the sea to the country's future prosperity and wellbeing has never been greater. How we use and look after our seas remains one of the biggest challenges of our times. By joining us, you will be part of a passionate organisation which is shaping our seas for future generations.*

*Our aspirations are high for our marine environment, our industries and our coastal communities, and to achieve them we will need the support of our many stakeholders"*



Tom McCormack, CEO of the MMO

*"MMO manages 230,000 square kilometres of hugely diverse seas, almost double that of England's land mass. Our seas are among the busiest in the world. The extensive benefits we draw from them are not always recognised, whether for leisure, transport, commerce, fisheries, construction, energy and communications. Critically, our seas provide significant environmental benefits.*

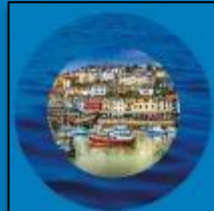
*We deliver professional, expert, valued services and support for our marine environment and for those who use it.*

*We are committed to being a top place to work – focussed on colleague engagement and respect; shared values; personal wellbeing; individual and collective diversity; and professional personal development.*

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The Marine Management Organisation (MMO) is an executive non-departmental public body of the [Department for Environment, Food and Rural Affairs](#).

Driven by government's aim for clean, healthy, safe, productive and biologically diverse oceans and seas, MMO's purpose is to protect and enhance our precious marine environment, and support UK economic growth by enabling sustainable marine activities and development.

We are the independent regulator for England's seas, professionally delivering service-focussed outcomes for our customers.

We are a team of around 400 people and combine our Newcastle upon Tyne and London operations with a local presence around the English coastline in Brixham, Beverley, Harwich, Hastings, Lowestoft, North Shields, Hayle, Plymouth, Poole, Portsmouth, Preston, Scarborough, Shoreham, Whitehaven.

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We also have colleagues based in Defra offices, including Bristol, Cambridge and York where we share office space.

More information about our work is on the [GOV.UK website](#) and you can read the [MMO's Story here](#).







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# Our Vision

## A prosperous future for our seas, coasts and Communities

*“We must protect and enhance nature and our seas and use them wisely for the benefit of society and the economy – we need to deliver win-win outcomes, with a thriving environment supporting a thriving economy”*

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# Our Mission

**As England's marine manager, we protect and develop our seas, coasts and communities for the benefit of generations to come**

*"As our name says – we are here to manage our marine environment and we want to manage it well for the future"*

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# Our Services

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**1. Enabling sustainable  
marine development**



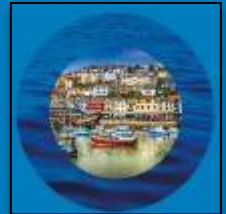
**2. Delivering sustainable  
fishing opportunities**



**3. Protecting marine habitats  
and wildlife**



**4. Administering marine  
support funds**



**5. Providing regulatory support  
and assurance**



**6. Supporting global marine  
protection**





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# Our Guiding Principles

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***Ambitious** – we aspire to be the best we can, working with others to achieve shared objectives*

***Professional** – we're a customer-focussed regulator, delivering outcomes using the best available science and technologies*

***Balanced** – we weigh the evidence; making independent decisions that protect our marine environment and support economic and social prosperity*



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# Our Values

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*Our MMO Values are at the heart of everything we do..*

**Accountable** - we take ownership of issues and make confident decisions which are informed by robust evidence. We are honest, transparent and fair

**Innovative** - We look for better ways, being innovative in our thinking in order to adapt how we use our resources to do the best we can for our customers.

**Inclusive** - We promote an inclusive environment that allows everyone to be their best. We promote and support wellbeing, diversity and equality of opportunity for all.

**Engaging** - We are collaborative, working as one organisation with each other and our stakeholders to get the job done.





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## Vacancy Information

Thank you for your interest in applying for a job at the Marine Management Organisation (MMO).

Please note, this advertised vacancy is for two different job roles within the Marine Licensing and Marine Planning teams:

**2 x Marine Licensing Case Officer roles** (1 x Permanent, 1 x FTA until January 2023)

**1 x Marine Planner (South)** (Permanent)

Candidates are requested to add in their preferred role and/or location within their 'personal statement' section when submitting the MMO CV template as part of their application. If the candidate has no preference, this can also be stated.

Please note, any merit list that is drawn up following successful interviews will be used to fill positions from both Marine Licensing and Marine Planning teams. Candidate preferences will be taken into account when making job offers, but individual preferences cannot be guaranteed.

The MMO is a flexible employer and although we do not offer home working contracts, many of our people currently work in a hybrid manner, whereby there is a mix of home and office working.

### About this candidate pack

The essential criteria, desirable criteria and competency profile for both advertised roles are the same (please refer to slides 11, 12 and 13).

This candidate pack provides information regarding both advertised roles; please see slides 14 - 17 for Marine Licensing Case Officer role and slides 18 – 21 for Marine Planner (South) role.

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# About the Work Area

## Marine Licensing

The primary responsibility of the Marine Licensing team is to regulate marine licensable activities in English marine and coastal environments. We assess the potential social, environmental and economic impacts of these activities in line with national and international legislation, policy and obligations, using the best available information to make evidence based determinations. Through our work we ensure the activities we regulate are undertaken in a sustainable way, in order to create and maintain clean, healthy, safe and biologically diverse oceans and seas. The team manages and co-ordinates the delivery of marine licensing pre-application, application and post-consent casework, and acts as a consultee to the Planning Inspectorate on Nationally Significant Infrastructure Projects. Our work is diverse and we work closely with a range stakeholders to advise and determine marine licensing requirements for developments across multiple sectors, including renewable energy, nuclear, ports and marinas, aggregate dredging, subsea cables, coastal developments, sea defence and wastewater schemes.

## Marine Planning

The marine planning team are responsible for preparing, implementing and monitoring marine plans in England. Marine plans inform and guide marine users and regulators across England, managing and facilitating sustainable development. We develop plans that integrate social, economic and environment objectives to achieve our goal of sustainable development. A key part of our work is engaging with stakeholders to develop the marine plans that respond effectively to issues within each plan area. We utilise data and evidence to inform and support the marine planning process. We do this to achieve the UK vision for the marine environment for 'clean, healthy, safe, productive and biologically diverse oceans and seas' by responding to issues within each marine plan area.

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**Job Title:** Marine Licensing  
Case Officer / Marine  
Planner (South)

**Grade:** EO

**Location:**  
MLCO National  
MP(S) Hastings

**Vacancy Reference:** 3981

**Salary:** £24,918 - £28,753 (N)  
£27,963 - £32,260 (L)

## Essential criteria for these roles:

- Ability to meet the core competencies in the competency profile at this level.
- Excellent written and verbal communication skills with an ability to adapt to different audiences.
- Ability to interpret legislation/regulations and apply them to a range of practical situations/solutions.
- Capacity to work through complex processes and resolve issues to a satisfactory conclusion.
- Ability to plan, prioritise and control workload to delivering results to agreed timescales.
- Ability to engage with a wide range of internal and external stakeholders.
- Excellent team player who recognises the importance of working relationships within the business who can work in collaboration to develop and maintain effective relationships.

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## Desirable criteria for these roles:

- A degree in an environmental, science, engineering, social sciences, planning or marine-related discipline or equivalent applied experience.
- Experience of assessing the potential impacts of marine development.
- Knowledge of marine industries and appreciation of marine issues.
- Previous experience of working in a role with a marine or policy background.
- Experience of dealing with data covering a range of different sectors.
- Good technical and IT abilities.
- A current driving licence is highly desirable due to travel requirements specifically for the Marine Planner role.

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# The competencies necessary for this role

The Civil Service competency framework can be found [here](#)

## Competencies

The following competencies have been identified as relevant to this role. A full explanation of each competency, including behavioural indicators, can be found in the Civil Service competency framework. While all 6 competencies are required for the role, these may not all be assessed during the recruitment process.

Making Effective Decisions (Lead Competency)

Collaborating and Partnering

Competencies:  
Delivering at Pace

Leading and Communicating

Seeing the Bigger Picture

Delivering Value for Money

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## About the job – Marine Licensing Case Officer

<b>Reports to</b>	<b>Case Manager</b>
<b>Department/team</b>	<b>Marine Licensing</b>
<b>Grade/Band</b>	<b>EO</b>
<b>Location</b>	<b>National</b>

As a Case Officer working within the Marine Licensing Team you will be responsible for determining a diverse range of licence applications for activities within our marine area.

The team's work is diverse and you may work on port developments, navigational dredging, coastal defences, nuclear energy or marine renewable energy projects, extraction of aggregates from the seabed, salvage of wrecks and many other activities taking place in the marine area.

You will be responsible for assessing the potential social, environmental and economic impacts of these activities and for drafting reports based on these assessments. You will also be responsible for drafting licences giving authorisation to activities and for drafting licence conditions to control the activities.

You will be responsible for the general administration of your cases. This will include file management, running public consultations on licence applications, handling correspondence and information requests. This will also include preparing briefings for management and government departments.

You will be expected to provide advice to applicants and other parties. This will include attending meetings and teleconferences and may include attending public inquiries and hearings into nationally significant infrastructure projects.

You will have a passion for the marine sector and be able to develop the skills needed to fulfil the MMO's role as an enabling regulator. You will understand the importance of the regulatory process and the position of the MMO as a regulator, and effectively deliver fair, open and transparent decision making.

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## Main Duties and Accountabilities – Marine Licensing Case Officer

### **Ensure that you make robust decisions in line with key performance indicators and quality assurance processes**

- Marine Licensing Application decisions
- Ensure all casework is dealt with promptly and efficiently using casework tracking systems
- Produce environmental impact assessment screening and scoping opinions
- Undertake technical and environmental assessments: Habitats Regulations, Marine Conservation Zone, Marine Plan Policy
- Work with primary advisers/consultees to draw together relevant legal and/or scientific advice
- Liaise with enforcement officers to ensure that compliance and enforcement activities are carried out in a robust manner

### **Ensure that you are engaging effectively and appropriately and that marine licensing is well represented with stakeholders**

- Advise applicants and other parties about relevant regulatory frameworks and project-specific issues
- Work with applicants and other parties to resolve complex issues and to enable sustainable development
- Brief senior managers and assist with Freedom of Information and Environmental Information Regulations requests

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## Main Duties and Accountabilities – Marine Licensing Case Officer

### **Ensure that you comply with financial management controls in line with corporate and operational standards**

- Ensure time is recorded correctly using a time recording system

### **Contribute to / lead on work needed for the licensing team to deliver effectively and to continuously improve**

- Undertake ad-hoc projects to improve marine licensing delivery

### **Stakeholder management, communication and working relationships**

- MMO teams including coastal offices, Marine Conservation and Enforcement, Marine Planning, Evidence, Legal and Communications
- Centre for Environment, Fisheries and Aquaculture Science, Environment Agency, Natural England, Joint Nature Conservation Committee, Maritime and Coastguard Agency, Trinity House, Inshore Fisheries and Conservation Authorities, The Crown Estate, Historic England, harbour authorities, The Planning Inspectorate, Department of Energy and Climate Change, Department for Environment, Food and Rural Affairs, Department for Transport, devolved administrations, local authorities





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## Case study – Marine Licensing Case Officer

Adam Tillotson, Marine Licensing Case Officer

*“Before beginning a career at the MMO I worked as an Environment and Sustainability Manager which entailed driving company performance as well as supporting construction projects to achieve agreed objectives. I chose to change jobs to work closer to home and achieve a better work-life balance.*

*I joined the MMO in September 2017 as a Marine Licensing Case Officer and would recommend working for the organisation to those considering a new job in Newcastle. As a Marine Licensing Case Officer my role is to process a range of applicant requests, such as Enquiries, Sample Plans, Environmental Statement Reviews or Marine Licence Application, as well as supporting the MMO to fulfil other functions, for example as a statutory consultee.*

*Employment on the Marine Licensing team starts with 7 weeks of training, however learning continues due to the variety of processes undertaken and that each proposal is unique. This keeps the role interesting. Extensive learning resources, as well as a team of supportive and knowledgeable colleagues, will ensure any challenge is overcome.*

*The Marine Licensing team records their time to ensure chargeable work is billed to applicants. This may be a new process for some, however a benefit is that it facilitates structure to the working day.*

*The Marine Licensing team is diverse and is suitable for those that are ambitious and want to progress their career at pace, as well as those who are seeking a role that is interesting yet allows commitments away from work to be fulfilled. No matter a colleague's career priorities, everyone is professional.*

*The flexible working policy and generous annual leave allowance for those employed at the MMO are headline benefits, however for me it is the positive culture, supportive colleagues and interesting workload that continues to make the MMO a great place to work.”*

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## About the job – Marine Planner (South)

<b>Reports to</b>	<b>Sian McGuinness</b>
<b>Department/team</b>	<b>Marine Planning</b>
<b>Grade/Band</b>	<b>EO</b>
<b>Location</b>	<b>South Plan Area, Hastings office</b>

The Marine Management Organisation (MMO) licences, regulates and plans marine activities in the seas around England so that they are carried out in a sustainable way.

In April 2014 the Secretary of State adopted the first ever marine plans for the East Inshore and Offshore marine plan areas. Marine plans for the South Inshore and Offshore marine plan areas followed in 2018. In June 2021 the Government adopted and published the North East, North West, South East and South West Marine Plans. This means for the first time, England has a complete and integrated marine planning framework to manage how we use, develop, protect and enhance our marine environment. Marine Plans will guide developers, planning authorities and other decision-makers so that their activities happen in a sustainable and coordinated way.

Reporting to the Higher Executive Officer (HEO), the post holder will contribute to the production, implementation and monitoring of marine plans for England. They will deliver marine planning tasks as directed by the Marine Planner HEO, working with the other Marine Planners to ensure task integration.

The role is expected to contribute to all aspects of the plan-making process e.g. stakeholder engagement, data and information management, assessment processes, promoting constructive relationships.

The post holder will apply an in-depth understanding of preparing, implementing and monitoring marine plans, undertaking engagement with decision-makers and applicants. You will represent marine planning effectively, supporting the development and delivery of marine plans with stakeholders, forming and maintaining positive and productive relationships that promote dialogue which is essential for marine plan development, implementation and monitoring. This will contribute to effective use of marine plans and enable plan-led management across England.

Work will be directed by the marine planning team and the Marine Planner South post will be based in the MMO's Hastings Office. The MMO is a flexible employer and although we do not offer home working contracts, many of our people currently work in a hybrid manner. Other suitable locations may be considered. All roles will be expected to travel to attend meetings on a regular basis, under normal circumstances. A driving licence is highly desirable for this role.

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## Main Duties and Accountabilities – Marine Planner (South)

### Marine plan development

- Input to the development of processes that enable plan production, monitoring, review and reporting
- Contribute to the production of marine plans including issues identification, development of policies and options for their delivery
- Work with others to assess lessons learned from marine planning, and other initiatives and plans, to inform development of marine plans and associated assessment processes
- Act as marine planning lead for a topic or sector within a relevant theme group
- Provide input to evidence reports and other documents supporting marine plans
- Contribute to the development of implementing and monitoring marine plans
- Contribute to the wider work of the marine planning team

### Contribute to stakeholder engagement

- Maintain and strengthen stakeholder contacts and build on these relationships
- Work with team members on stakeholder engagement (events, meetings, workshops, providing feedback)
- Work with team members on stakeholder communications and updates to marine planning pages of the MMO website
- Design, attend and facilitate meetings with stakeholders; write and disseminate meeting notes; identify and complete agreed actions
- Identify processes and mechanisms which streamline how marine planning fits into the daily work of MMO decision-making teams; lead on this area of work with a specified MMO team
- Develop, manage and deliver projects in support of awareness and implementation of marine plans
- Advise and comment on statutory consultations on the plans of external organisations that have marine planning relevance
- Contribute to the information management and audit trail capability of the team
- Ensure effective time management

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## Main Duties and Accountabilities – Marine Planner (South)

### Evidence and analysis

- Work with team members on developing the marine planning evidence base
- Work with team members on data supply to support marine plan decision-making
- Analyse and interpret planning policy documents (e.g. Local Authority Plans and national sector or marine policies)
- Contribute to development of plan policies for inclusion in marine plans
- Provide input to planning analysis and outputs, such as evidence reports, marine plans and supporting documents
- Support map development for marine plans
- Support the development of digital marine plans

### Marine Planner South (specific)

- Be the point of contact in the south plan area for marine planning matters
- Prepare engagement plans for engaging marine planning stakeholders in the south
- Implement and monitor marine plans with external decision-makers and internal MMO teams

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## Case study – Marine Planner (South)

Kathleen Telford, EO Marine Planner (National)

*"I joined the MMO in 2011 as one of two support officers to a small team of around six staff, that has steadily grown to nearly 30 people.*

*The Marine Planning Team develop plan policy and inform users of the sea across England to make better decisions that consider the marine environment and its resources.*

*I would recommend working for the marine planning team.*

*Those joining the team receive a warm welcome and an induction that gives an overview of the range of work covered by the MMO and how much of it either supports marine planning, such as evidence, or is guided by marine planning, such as licensing. New entrants are given the time to grow and develop and are supported by their colleagues that come from a diverse range of backgrounds and are all passionate about the marine environment.*

*I am now a marine planner, and my work is varied. I still support the team, but in other ways, such as getting involved in indicator work to verify the usefulness of the plans and monitoring activity, again to verify the plans are having a positive effect.*

*I would recommend the MMO as a place to work, there are many benefits, mostly the people and their desire to do the best they can. The rewards are good too – flexible working, great policies that support a work-life balance, and the opportunity to give back by volunteering in your community.*

*Knowing that what you do makes a difference in the wider world has to be a reason to join a team that continually strives to do their best and are challenged to find better ways to support our marine environment and its resources."*

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# The application process

All of our jobs are advertised on the [Civil Service Jobs website](#).

**Please also upload your CV to the site using the MMO CV Template** and follow the instructions to remove personal details (including name, address, contact details and education establishments) so we can fairly assess applications that do not contain personal information. **Candidates are requested to add in their preferred role and/or location within their 'personal statement' section when submitting the MMO CV template as part of their application. If the candidate has no preference, this can also be stated.**

Please note: **YOUR APPLICATION WILL NOT BE SIFTED IF YOU DO NOT USE THE STANDARD MMO CV TEMPLATE. THIS WILL RESULT IN YOUR APPLICATION BEING WITHDRAWN.**

The initial sift will be conducted following an online Civil Service Judgement test ( a link will be sent to candidates once the vacancy has closed). Once the link has been issued, candidates will have 5 days to take the test.

## Sift

Candidates who pass the Civil Service Judgement Test will have their application assessed against the essential criteria of the role. **Please note:- Feedback will not be provided at sift stage.**

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# The application process

## Interviews

Interviews will be conducted virtually by a panel of three, including an independent member. The interview will consist of a 5 minute presentation (topic to be confirmed in invite to interview) followed by a 1 hour competency and technical interview

## Merit List

A merit list will be created following successful interviews and may be used to fill positions from both Marine Licensing and Marine Planning teams. Candidate preferences will be taken into account when making job offers, but individual preferences cannot be guaranteed.

## Further Information

If you have any questions about applying for these roles please contact:

Name: Emma Dowson

Tel: 0207 895 5501

Email: [emma.dowson@marinemanagement.org.uk](mailto:emma.dowson@marinemanagement.org.uk)

or

Name: Peter Burn

Tel: 0208 225 6253

Email: [peter.burn@marinemanagement.org.uk](mailto:peter.burn@marinemanagement.org.uk)

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## The indicative timeline

Please note these dates are only indicative at this stage and could be subject to change.

Application process	Indicative timeline
Period that MMO advertises role to the closing date	<b>15<sup>th</sup> Feb – 7<sup>th</sup> March 2022</b>
MMO shortlisting applications through a sifting process	<b>W/C 14<sup>th</sup> March 2022</b>
Anticipated interview dates	<b>W/C 28<sup>th</sup> March</b>
Anticipated start date	<b>ASAP after pre-employment checks</b>

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## Appointment details – role specific details

Appointment type:	<b>2 x Marine Licensing Case Officer roles (1 x Permanent, 1 x FTA until January 2023), 1 x Marine Planner (South) (Permanent)</b> - A merit list will be created this may be used to fill any vacancies for the same or a similar role whether permanent or a fixed term appointment
Location:	<p>Marine Licensing Case Officer x2 positions are national. See office locations on the <a href="#">MMO website</a> under the <b>Contact MMO</b> heading. Available desk space will be considered in the preferred location on a case by case basis.</p> <p>The Marine Planner (South) role will be based out of the Hastings Office. Other suitable MMO office locations may be considered. See office locations on the <a href="#">MMO website</a> under the <b>Contact MMO</b> heading.</p>
Working arrangements:	<p>Full time, Part time, flexible working arrangements.</p> <p>With competitive maternity, paternity and parental leave we also recognise the importance of a good work-life balance and offer flexible working and a family friendly approach to work.</p> <p>The MMO is a flexible employer and although we do not offer home working contracts, many of our people currently work in a hybrid manner, whereby there is a mix of home and office working.</p>
Eligibility:	This post is advertised to suitably qualified people in the external market, and to existing Civil Servants and those in accredited Non Departmental Public Bodies.
Nationality	<p>This job is broadly open to the following groups:</p> <ul style="list-style-type: none"><li>UK nationals</li><li>nationals of Commonwealth countries who have the right to work in the UK</li><li>nationals of the Republic of Ireland</li><li>nationals from the EU, EEA or Switzerland with settled or pre-settled status or who apply for either status by the deadline of the <a href="#">European Union Settlement Scheme (EUSS)</a></li><li>relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service</li><li>relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service</li><li>certain family members of the relevant EU, EEA, Swiss or Turkish nationals</li></ul>



## Appointment details – role specific details

Nationality	As part of our selection process, successful candidates will be asked to provide, in confidence, evidence of entitlement to work in the UK and to provide references for your character and health. We will usually ask for documentary evidence of your nationality and other personal details to enable us to start taking up references, health and security clearance checks. We will tell you what you need to bring with you if you are invited to attend an interview.
Security	<p>Pre-employment checks will be undertaken in accordance with the HM Government Baseline . Personnel Security Standard (BPSS). The BPSS comprises verification of four main elements (Identity, employment history for the last three years, nationality and immigration status, including the right to work, criminal records check for unspent convictions also known as a Disclosure and Barring Service (DBS) checks).</p> <p>In some circumstances enhanced checks may also be required however candidates will be advised if this is the case. Additionally, successful candidates are required to give a reasonable account of any significant periods (six months or more in the past three years) of time spent abroad.</p> <p>The DBS checks are designed to provide clarity on any unspent convictions and therefore the provisions of the Rehabilitation of Offenders Act (1974) apply</p>



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**To note if applying from within Civil Service**

**Permanent Roles:**

If you are currently employed as a Civil Servant, including the Defra group, please note that Marine Management Organisation (MMO) is a Non Departmental Public Body (NDPB). For permanent roles, MMO are unable to accept transfers from within the Civil Service. If successful in this role you would join as a permanent new starter on MMO terms and conditions and will not have continuous service recognised for leave, sickness, service related benefits or employment rights. Your status will change to public servant.

However if you are currently a member of the Civil Service Pension Scheme, as long as you join MMO within 28 days of leaving your previous civil service pension employer, you will be returned to the civil service pension scheme that you were in with your previous employer and your pension service record will be retained, this will preserve previous service for the purpose of redundancy calculations only.

Candidates applying from other government departments for a role at their current substantive grade may have their salary matched providing it falls within the MMO pay band.

**Temporary roles:**

If you are applying for a Fixed term post, your home organisation may be willing to release you on a secondment basis, meaning at the end of the fixed term you will return to your substantive post in your home organisations and retain your civil service status, terms and conditions and continuous service.

**To note for external applicants**

**New entrants** to the MMO will start on the salary band minimum.

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### **Equality and Diversity:**

The Marine Management Organisation is committed to being an equal opportunities employer. We value and welcome diversity. We aim to develop all our staff to enable them to make a full contribution to meeting the Department's objectives, and to fulfil their own potential on merit. We will not tolerate harassment or other unfair discrimination on grounds of sex, marital status, race, colour, nationality, ethnic origin, disability, age, religion or sexual orientation. We will promote and support the use of a range of flexible working patterns to enable staff to balance home and work responsibilities; and we will treat people fairly irrespective of their working arrangements.

Under the terms of the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify in your application. We will also consider any reasonable adjustments under the terms of the Act to enable any applicant with a disability (as defined under the Act) to meet the requirements of the post.

We offer a Guaranteed Interview Scheme for people with disabilities (as defined by the Equality Act 2010) who meet the minimum criteria for appointment.

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# Our Colleague Offer

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# 1. Our pay and 2. financial reward



Pay	Pension	Cycle to Work Scheme	Salary advances	Discount scheme	In-year bonus rewards	Overtime and allowances
<ul style="list-style-type: none"><li>• Competitive salary</li><li>• Annual pay reviews</li><li>• Performance related end of year bonus payments</li></ul>	<ul style="list-style-type: none"><li>• Civil Service Pension Scheme</li><li>• Employer contributes between 26.6% and 30.3% depending on salary</li><li>• Life Benefits</li></ul>	<ul style="list-style-type: none"><li>• Discounted bicycles</li><li>• Operated through a salary sacrifice scheme</li></ul>	<ul style="list-style-type: none"><li>• Season ticket loan advances – interest free</li><li>• Interest free loan to purchase a bicycle</li><li>• Christmas salary advances</li></ul>	<ul style="list-style-type: none"><li>• Access to My Lifestyle portal with a range of offers and discounts</li><li>• Discounts include coffee shops, restaurants, high street shops, cinemas, supermarkets and travel agents</li></ul>	<ul style="list-style-type: none"><li>• In year bonus awards and thank you schemes linked to demonstrating our values</li></ul>	<ul style="list-style-type: none"><li>• Allowances paid for various situations including on call, ports allowance and seagoing allowance</li></ul>



### 3. Work-life balance

#### Annual leave

- 30 days annual leave from day 1
- 8 days Public holidays
- 2.5 days privilege days

#### Flexible working \*

- Variety of working hours and patterns
- Changes to working hours/patterns can be made after 26 weeks of employment
- Flexi leave – choose your own start time and finish time (subject to business needs and role requirements)
- Accrue additional hours up to 3 working days to be taken as flexi leave at a later date
- \* Eligible after 26 weeks service

#### Parental leave \*

- Maternity leave.
- Shared parental leave
- Adoption leave
- Paternity leave
- Unpaid parental leave
- Parental bereavement leave
- \* Eligible after 26 weeks service.

#### Special leave

- Paid and unpaid special leave for a variety of specific reasons

#### Partial retirement

- Allows pension members to take some or all of their pension and carry on working
- Reduce hours and duties



## 4. Wellbeing



### Sick pay

- 6 months full pay, 6 months half pay in a rolling 4 year period
- Applies from day 1
- Ill health retirement (application)

### Employee Assistance Programme

- Trained practitioners offering independent advice
- Can advise on personal, work related, debt and legal issues
- CBT
- Career Coaching.

### Occupational Health

- Independent and confidential health service
- Physiotherapy
- Some diagnostic opportunities
- Fast track GP referral

### Mediation service

- Support in resolving any workplace disputes in a confidential and informal way
- Helpful in restoring productive working relationships

### Financial Education hub

- Products and services to help with financial needs
- Free financial planning tool

### Eye care

- Regular paid for eyesight test.
- Help towards purchasing new glasses

### Support (inc. TU)

- Mental Health First Aid
- TU member support
- Dignity at Work Advisors
- Colleague Networks
- Internal social networks

### Volunteering

- 3 days paid special leave each year to volunteer
- Can be taken as hours or days

### Headspace

- Access to the Headspace app for all employees

### Charity for Civil Servants

- Offers free support and assistance to those that need it
- Includes advice for carers, financial advice, crisis advice and wellbeing advice



# 5. Training and development & 6. Work and work environment



## Development

### Learning & Development

- Learning & Development Access to Civil Service Learning
- Access to training budget for courses relevant to role and business need (subject to approval).
- 5 paid learning and development days per year.
- Accredited training for Marine Officers who require warrants to undertake their role.
- Paid special leave for reservists to undertake training with the armed forces.
- Access to apprenticeships

### Career:

- Access courses specific to your role and use them to assist with developing yourself for future career opportunities.
- Use your Managing Performance objectives to set goals that will stretch you to reach your best potential.
- Expressions of interests (EOIs)– MMO has regular short term EOIs for roles within different teams and different grades. Only suitably qualified MMO employees can apply for these.
- TARA opportunities
- Secondments
- Gateway to other Civil Service employment opportunities not advertised in the public domain

## Work and working environment

### Work

- Work contributes to MMO's vision and mission.
- Together we are Accountable, Innovative, Engaging and Inclusive.
- All of our colleagues live our values

### Environment

- We live our values
- Inclusive, professional, flexible working environments.
- Leaders recognise the contribution of people and build capability to deliver better outcomes.

### Transport

- Free car parking available (selected sites).
- PUS cars for selected roles
- Car hire and expenses for own usage
- Train travel
- Air travel with business case

### Trade Unions

- Legal right to join an union.
- PCS, Prospect or FDA.
- Employee/Member voice

### Corporate Social Responsibility

- MMO Story
- Purpose
- COVID RESPONSE and MMO Ways of Working team

### Covid Response

- £150 DSE allowance/mobiles
- Personal Needs Assessment discussions
- In year recognition
- No furlough
- Rapid switch to home working



Marine  
Management  
Organisation

...ambitious for our seas and coasts